



## City of Albuquerque Human Resources Department

### INTER-OFFICE MEMORANDUM

Date: 23 February 2006

**TO:** Bruce J. Perlman, Ph.D., Chief Administrative Officer

**FROM:** Tanda L. Meadors, Director, Department of Finance & Administrative Services  
*Tanda L. Meadors*

**SUBJECT:** Recommendation of Award: RFP06-003-SV, "Casualty Insurance Adjuster: Vehicular, Liability and Collision Claims"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Department of Finance and Administrative Services, Risk Management Division to solicit Proposals from qualified companies to provide casualty insurance adjuster services.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Twenty-One RFP's were mailed to interested vendors, and four responses were received for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP and recommends award of contract to Crawford and Company.

Listed in ranking order are the respondent's composite score and average scores.

<u>Offeror</u>	<u>Composite Score</u>	<u>Average Score</u>
Crawford and Company	4466	893
CCMSI	4275	855
Stevenson & Associates*	3426	685
Custard Insurance Adjusters	2715	543

Estimated Contract Amount per Year: Based on proposed price agreement - firm fixed fees and expenses.

\*Indicates 5% Local Preference and additional 50 points for participation in the "Community Involvement" program has been applied to Offeror's total composite score.

*hand 03/04/06*

23 February 2006

Bruce J. Perlman, Ph.D.

Recommendation of Award: RFP06-003-SV,  
Page 2

Fund Source: Risk Management Fund/Tort and Other Claims

I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

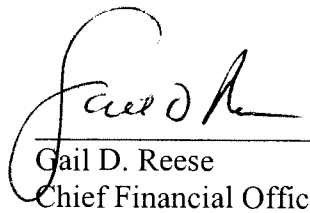
Per the City Purchases Ordinance, this recommendation will be forwarded to City Council for final approval.

Approved:

Recommended:

Handwritten signature of Bruce J. Perlman in black ink, followed by the date 3/3/06.

Bruce J. Perlman, Ph.D. (Date)  
Chief Administrative Officer

Handwritten signature of Gail D. Reese in black ink, followed by the date 3/2/06.

Gail D. Reese (Date)  
Chief Financial Officer

Attachment: Composite Score Sheet

Original: Sandy Vescovi, Contract Section Supervisor, Purchasing Division, DFAS  
Copy: Ronn D. Jones, Purchasing Officer, DFAS  
Tanda L. Meadors, Director, DFAS  
File: RFP06-003-SV

Composite Score:  
RFP06-003-SV, "Casualty Insurance Adjuster: Vehicular, Liability and Collision Claims"

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS			
			CCMSI	CRAWFORD & COMPANY	CUSTARD INSURANCE ADJUSTERS	STEVENSON & ASSOCIATES
DT	Offeror's general approach & plans to meet the requirements of the RFP.	Up to 100	80	85	50	75
RA			85	80	70	90
AM			75	95	50	50
FQ			90	90	60	50
PR			95	100	50	95
SUB TOTAL			425	450	280	360
DT	Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	150	160	100	150
RA			160	160	140	180
AM			175	195	100	100
FQ			190	175	100	100
PR			190	195	100	180
SUB TOTAL			865	885	540	710
DT	Experience & qualifications of the Offeror & Personnel as shown on staff resumes to perform the tasks described in Part 3, Scope of Services.	Up to 200	160	180	60	100
RA			180	180	160	100
AM			180	175	100	150
FQ			190	150	100	100
PR			195	195	150	175
SUB TOTAL			905	880	570	625
DT	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	90	95	30	60
RA			70	90	60	50
AM			80	90	75	50
FQ			90	80	80	50
PR			90	100	50	80
SUB TOTAL			420	455	295	290
DT	Offeror's past performance on projects of similar scope and size	Up to 100	85	95	40	60
RA			85	90	60	80
AM			85	95	50	50
FQ			90	75	80	50
PR			95	100	70	90
SUB TOTAL			440	455	300	330
DT	Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as project management plan and availability of staff and resources	Up to 200	160	175	60	100
RA			170	176	140	170
AM			150	190	100	100
FQ			180	150	150	150
PR			180	200	150	150
SUB TOTAL			840	891	600	670
SUB TOTAL TECHNICAL SCORE			3895	4016	2585	2985
DT	Cost Proposal	Up to 100	76	90	26	46
RA			76	90	26	46
AM			76	90	26	46
FQ			76	90	26	46
PR			76	90	26	46
SUB TOTAL			380	450	130	230
SUB TOTAL COMPOSITE SCORE			4275	4466	2715	3215
5% LOCAL PREFERENCE		5%	0	0	0	161
COMMUNITY INVOLVEMENT		50	0	0	0	50
TOTAL COMPOSITE SCORE			4275	4466	2715	3426
TOTAL AVERAGE SCORE			855	893	543	685

**Composite Score:**

**RFP06-003-SV, "Casualty Insurance Adjuster: Vehicular, Liability and Collision Claims"**